

ATTACHMENT 2: STATEMENT OF WORK FORMAT AND PREPARATION INSTRUCTIONS

A Statement of Work must be included in the Technical Volume of the Phase II full proposal. The SOW does not have a page limit, but should be approximately 3-5 pages in length that is a separate and distinct document suitable for incorporation into the procurement instrument. Do not put proprietary data or restrictive markings in the SOW. Pages should be numbered and the initial page shall have a date (document date) shown under the title. **Do not reference specific dates for the period of performance in the SOW.**

The proposed SOW must accurately describe the work to be performed. The proposed SOW must also contain a summary description of the technical methodology as well as the task description, but not in so much detail as to make the SOW inflexible.

The SOW shall consist of three sections that contain the following information:

- 1) Section 1.0 – Scope: This section includes a statement of what the SOW covers. This includes the topic area to be investigated, objectives/goals, and major milestones for the effort.
- 2) Section 2.0 – Background: This section shall identify appropriate documents that are applicable to the effort to be performed. It also includes any information, explanations, or constraints that are necessary in order to understand the requirements. It may include relationship to previous, current and future operations. It may also include techniques previously tried and found ineffective.
- 3) Section 3.0 – Tasks/Technical Requirements: This section contains the detailed description of tasks the contractor shall perform using complete sentences, active voice, and mandatory terms (“the contractor shall”). This section of SOW shall be arranged systematically and logically, and presented in sufficient detail to establish the feasibility of accomplishing the overall program goals.

The work efforts shall be segregated by performance year (Base Period, Option Period I, Option Period II, etc....) and by task(s)/sub-task(s) within each performance year. Numbering of tasks shall be by performance year using the decimal system (e.g. 3.1, 3.1.1, 3.1.1.1, 3.2, etc.). The sequence of performance must be presented in the Technical Approach. The SOW must contain every task to be accomplished.

The tasks must be definite, realistic, and clearly stated. Use “the contractor shall” whenever the work statement expresses a provision that is binding. Use “should” or “may” whenever it is necessary to express a declaration of purpose. Use “will” in cases where no Offeror requirement is involved; e.g., power will be supplied by the Government. Use active voice in describing work to be performed.

The SOW tasks must state the work that will be performed and the required results, but must not state how the tasks will be completed. SoW tasks **MUST NOT** contain technical approach information. Additionally, while SoW tasks must provide sufficient detail to form a clear basis for contractual consideration, Offerors are cautioned to refrain from providing such explicit detail as to preclude flexibility in the execution of the proposed technical approach.

Do not use acronyms or abbreviations without spelling-out acronyms and abbreviations at the first use; place the abbreviation in parenthesis immediately following a spelled-out phrase. If presentations/meetings are identified in your schedule, include the following statement in your SOW: "Conduct presentations/meetings at times and places specified in the contract schedule."

The following SOW Template shall be used for SOW formation:

STATEMENT OF WORK

<ENTER DATE>

1.0 SCOPE:

The topic area to be investigated is <enter topic area>. The goal of this project is to XXX.

2.0 BACKGROUND:

<Enter background information as specified in the instructions above.>

3.0 TASKS/TECHNICAL REQUIREMENTS:

3.1 Base Period

The purpose of the Base Period activities is <provide a brief narrative that describes the purpose and overall objective of the Base Period activities>.

3.1.1 Task 1: <Enter Task and Task Description>

3.1.1.1 The contractor shall <enter requirement to accomplish the associated task>.

3.1.1.2 The contractor shall <enter requirement to accomplish the associated task>.

3.1.2 Task 2: <Enter Task and Task Description>

3.1.2.1 The contractor shall...

Milestones: <provide major milestones associated with this period of performance, along with meaningful metrics as applicable>.

Go/No-go: <provide a Go/No-go decision point based on the overall objective(s) of this period of performance. Include meaningful metrics to inform a decision to progress into the next period of performance>.

3.2 Option Period I

The purpose of the Option Period I activities is <provide a brief narrative that describes the purpose and overall objective of the Base Period activities>.

3.2.1 Task 3: <Enter Task and Task Description>

3.2.1.1 The contractor shall...

3.2.1.2 The contractor shall...

Milestones: <provide major milestones associated with this period of performance, along with meaningful metrics as applicable>.

Go/No-go: <provide a Go/No-go decision point based on the overall objective(s) of this period of performance. Include meaningful metrics to inform a decision to progress into the next period of performance>.

NOTE: The contractor shall repeat the above for each remaining period of performance.